



## APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

Amherst Inspection Services

4 Boltwood Ave

Amherst, MA 01002 Fax

Phone (413) 259-3030

(413) 259-2402

**Only complete applications will be processed for permit. Applications must be submitted three (3) weeks prior to event.**

Name of Event	Location	Date(s) of Event/Hours of Operation
Name of Establishment	Operator/Applicant	Contact Telephone
Operator Mailing Address		
Name of Event Coordinator	Contact Telephone	

**BEFORE COMPLETING THIS APPLICATION READ “Are You Ready?” DOCUMENT**  
**HAVE YOU READ THIS MATERIAL? \_\_\_\_ YES \_\_\_\_ NO**

**Attach menu or list all food items. Any changes must be submitted and approved by the Health Sanitarian at least 7 days prior to the event.**

**NAME(S) OF CERTIFIED FOOD MANAGER(S):**  
**Person in Charge and/or Designated Person(s) in Charge who will be on-site during event and their day-of-event contact phone number.**

***Please attach a copy of each person's certification.***

Items	Fees	Required Documents
Processed Food	\$ 50.00	Food Protection Manager Certificate(s) Allergy Awareness Certificate Food Establishment Permit Workers Compensation Affidavit and Policy Declaration Page
Processed Food Non-Profit	\$ 40.00	Food Establishment Permit Workers Compensation Affidavit and Policy Declaration Page IRS or DOR Exemption Number _____
Meat and Poultry	\$ 50.00	Federal and/or state facility certificate Workers Compensation Affidavit and Policy Declaration Page
Seafood	\$ 50.00	State Retail Seafood Dealer Permit HACCP Plan Workers Compensation Affidavit and Policy Declaration Page

**Safe Handling Practices:**

**Answer all questions completely.**

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1. All food</b> (including water and ice) will come from an approved food source	( )	( )	( )
<b>2. All food</b> will be transported in adequate hot or cold holding equipment and protected from contamination	( )	( )	( )
<b>3. Hand washing</b> will be located in a nearby facility	( )	( )	( )
<b>4. Handwashing</b> will be at the booth; it will be labeled hand wash and have hot water at greater than 110°F, hand soap and paper towels.	( )	( )	( )
<b>5. Sanitizer</b> will be available for cleaning food contact surfaces	( )	( )	( )
<b>6. Ready to eat food</b> is handled only with clean utensils, clean gloves or tissue paper	( )	( )	( )
<b>7. Unwrapped food</b> will have protective covers	( )	( )	( )
<b>8. Hot foods</b> will be held at or greater than 140 °F	( )	( )	( )
A thermometer is available to test hot holding temperatures	( )	( )	( )
At the end of the day leftover heated food will be disposed of	( )	( )	( )
Describe hot holding equipment _____			

**Type of Fuel source\*** \_\_\_\_\_ **\*A certificate from the Fire Department is required for all open flames**

<b>9. Cold food</b> will be held at or less than 41°F	( )	( )	( )
There is a thermometer for each cold holding equipment	( )	( )	( )
There are _____ number of refrigeration units			
There are _____ number of freezer units			
There are _____ number of ice chest style coolers			
<b>10. Raw, cooked food and or ready to eat food will <u>not</u></b> be stored in the same refrigeration units/cooler (stored separately) <b>If no</b> , describe how <b>cross contamination</b> will be prevented	( )	( )	( )

<b>11. Extra utensils</b> for food prep/serving will be available for use	( )	( )	( )
<b>12. Equipment washing and sanitizing</b> will be available at booth <b>If yes</b> , Describe _____	( )	( )	( )

**13. Waste water:** Describe storage and disposal \_\_\_\_\_

**14. Garbage:** Describe storage and disposal \_\_\_\_\_

**15. List each potentially hazardous food item, and for each item check which preparation procedure will occur**

### A. AT THE LICENSED FOOD ESTABLISHMENT

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

**B. AT THE MARKET BOOTH:**

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

**Note: If your food preparation procedures can't fit these charts, continue on back page and list all of the steps in preparing each menu item**

## 16. Plan Review:

### A. Describe floor, wall and ceiling surfaces

**B. Draw in the location and identify all equipment including hand wash facilities, dish wash facilities, ranges, refrigerators, worktables, food/single service storage, etc. (A certificate from the Fire Department is required for all open flames.)**

[illegible]

**I certify that I am familiar with 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments - Chapter X., federal 1999 Food Code and the above described establishment will be operated and maintained in accordance with the regulations**

---

**X** APPLICANT'S SIGNATURE

DATE \_\_\_\_\_

**BOARD OF HEALTH COMMENTS:**

FOR OFFICE USE ONLY <small>sm 3.25.16</small>		In person
APPROVED BY	APPLICATION #	Mailed
DATE	BATCH #	Date _____

Massachusetts Department of Public Health  
Food Protection Program  
**Temporary Food Establishment Operations**

## Are You Ready?

*Use this guide as a checklist to verify compliance with MA food safety regulations.*

- ☐ **Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event.

### FOOD & UTENSIL STORAGE AND HANDLING

- ☐ **Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- ☐ **Cold Storage** Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.
- ☐ **Hot Storage** Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- ☐ **Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- ☐ **Wet Storage** Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- ☐ **Food Display** Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.  
  
Post consumer advisories for raw or undercooked animal foods.
- ☐ **Food Preparation** Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.  
  
Protect all storage, preparation, cooking and serving areas from contamination.  
  
Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

### PERSONNEL

- ☐ **Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.
- ☐ **Handwashing** A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for handwashing. The container shall be filled with warm water 100° to 120°F. A handwashing sign must be posted.
- ☐ **Health** The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

☐ **Hygiene**

Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

## CLEANING AND SANITIZING

☐ **Warewashing**

A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.

☐ **Sanitizing**

Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.

☐ **Wiping Cloths**

Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

## WATER

☐ **Water Supply**

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

☐ **Wastewater Disposal**

Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

## PREMISES

☐ **Floors**

Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.

☐ **Walls & Ceilings**

Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.

☐ **Lighting**

Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.

☐ **Counters/Shelving**

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.

☐ **Trash**

Provide an adequate number of cleanable containers inside and outside the booth.

☐ **Restrooms**

Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.

☐ **Clothing**

Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

### Need more information on food safety and MA food regulations

[www.mass.gov/dph/fpp](http://www.mass.gov/dph/fpp)

Retail Food Information

[http://www.umass.edu/umext/nutrition/programs/food\\_safety/resources/index.html](http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html)

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers

[www.foodsafety.gov](http://www.foodsafety.gov)

Gateway to Government Food Safety Information